

## INTRODUCTION

The Administrative Services Office of the Department of Emergency and Military Affairs has been organized to provide properly trained employees who perform the Arizona State related Human Resources and peripheral support missions of the Department. It is also organized to provide adequate personnel support to free all functional sections from many human resources related administrative tasks. For this reason, the function is centralized. The Administrative Services Officer is responsible for ensuring that all actions concerning covered state service employees are in accordance with the Arizona Department of Administration (ADOA) Personnel Rules. The Administrative Service Officer is also responsible for all actions concerning non-covered employees.

All references to the Administrative Services Office, Human Resources Office and Human Resources Officer in this Directive are made to specify the personnel function of the Administrative Services Officer of the Department.

Covered employees have rights and benefits provided to them in the ADOA Personnel Rules. The Rules should be consulted for this information, as no attempt has been made to duplicate that information here. Covered employees have certain protection and the Administrative Services Officer of the Department must be consulted prior to any action regarding a covered position or employee. This manual is to be used in conjunction with the ADOA Personnel Rules, as matters addressed in that document are not repeated here.

The Administrative Services Officer is the only official in this agency authorized to articulate policy, publish decisions or disseminate information concerning state human resource matters. Further delegation is not permitted.

The Administrative Services Officer is the only person authorized to conduct business of the Department with the ADOA Arizona State Human Resources Division. Managers and supervisors having a need to discuss matters with ADOA staff members will coordinate their requirements with the Administrative Services Officer.

Comments and recommendations on this Directive are invited. Questions concerning agency policies or this manual should be directed to the Administrative Services Officer. Requests for copies of forms mentioned in this manual should be directed to the Administrative Services Office.

The Administrative Services Officer is authorized to make clerical, format, spelling and other administrative corrections and updates to this directive, as required, that do not alter or create new policy. Such revisions shall be distributed in accordance with DEMA Policy Letter 10.01.